

STOREKEEPER SUPERVISOR

DEFINITION

To plan, organize, supervise and be responsible for the functions of central receiving, stores, and surplus disposal operations; and to perform a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

The Supervisor level recognizes positions that perform full, first-line supervisory responsibilities including planning, assigning and evaluating the work of subordinates and are responsible for work unit within a section or department.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Purchasing Agent.

Exercise direct supervision over assigned staff.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Plan, assign, supervise and review the work of staff involved in central receiving, stores, and surplus disposal operations.

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for central stores; implement policies and procedures.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications; monitor and control expenditures.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Researches and recommends vendors; places orders, recommends appropriate stock levels, and follows up with suppliers as may be required;

Responsible for coordination and distribution of materials, supplies, and equipment including hazardous materials for citywide operations; posts all receipts and issues using a desktop computer.

Order general stock items and other items as directed.

Review on-line status reports and reconciles discrepancies; assist with the preparation of annual requirements contracts related to storeroom operations, and administers these contracts once awarded.

Maintain appropriate records of all receiving and storeroom transactions; conduct periodic and annual inventories.

Oversees daily mail pick-up and distribution.

Oversee surplus property storage and disposal.

Operate City vehicles skillfully and safely.

Build and maintain positive working relationships with co-workers, other city employees and the public using principles of good customer service.

Performed related duties as assigned.

#### MINIMUM QUALIFICATIONS

##### Knowledge of:

Principles and practices of stockroom operations.

Familiarity with computerized inventory systems and ability to utilize a computer for inventory control.

Familiarity with the nomenclature and specifications of a wide variety of supplies, materials and equipment.

Shipping, receiving, and stock handling methods and procedures.

Inventory ordering and tracking methods.

Equipment, tools and materials used in stockroom operations.

Basic mathematics.

Principles and practices of supervision, training and performance evaluations.

Principles of budget monitoring.

Pertinent local, State and Federal laws, ordinances and rules.

Regulations for handling procedures for hazardous materials.

Safe work methods and safety regulations pertaining to the work.

Computer equipment and software applications related to assignment.

English usage, spelling, grammar, and punctuation.

Ability to:

Organize, implement and direct the functions of central receiving, stores, and surplus disposal operations/activities.

Perform basic mathematical computations.

Interpret and explain pertinent City and department policies and procedures.

Assist in the development and monitoring of budget.

Develop and recommend policies and procedures related to assigned operations.

Safely handle potentially hazardous materials.

Operate a light truck and a forklift efficiently and safely.

Train, motivate, and evaluate assigned staff.

Operate tools and equipment skillfully and safely.

Keep work related records and prepare reports using a computer.

Operate City vehicles observing legal and defensive driving practices.

Make sound judgments and decision within established guidelines.

Respond to emergency situations.

Communicate clearly and concisely, both orally and in writing.

CITY OF CHULA VISTA  
Storekeeper Supervisor

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible journey level experience involving storekeeping and computerized inventory systems including one year of supervisory or lead responsibility.

Training:

Equivalent to the completion of the twelfth grade supplemented by training in conflict resolution, leadership or a related area.

License or Certificate

Possession of a valid California driver's license.

PHYSICAL DEMANDS

On a continuous basis, sit at a desk, walk and/or stand varying periods of time; use hands and fingers to grasp tools; make repetitive hand and body motions; twist and reach below and above shoulder; write and use keyboard to communicate through written means; lift or carry objects weighing up to 100 pounds with assistance or equipment; place items weighing up to 20 lbs on shelves both above the head and below the knees; see in the normal vision range with or without correction; hear in the normal range with or without correction..

WORK ENVIRONMENT:

Work is performed in a warehouse environment with some exposure to moderate noise level and dust; some movement is required from office to office and there is exposure to the external environment when delivering goods to outlying offices Work is frequently disrupted by the need to respond to in-person and telephone inquiries.

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